



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

100 North Senate Avenue
Room N725
Indianapolis, Indiana 46204

PHONE: (317) 232-5095
FAX: (317) 232-0676

Mitchell E. Daniels, Jr., Governor
Michael B. Cline, Commissioner

PREQUALIFICATION COMMITTEE AUGUST 9, 2012 MEMORANDUM

I. CALL TO ORDER AND ESTABLISHMENT OF QUORUM

Tiffany Mulligan called the meeting to order at 1:01p.m. EDT in Conference Room N755 of the Indiana Government Center North, 100 North Senate Avenue, Indianapolis, Indiana 46204, and a quorum was established.

Members Present:

Tiffany Mulligan; Director of Economic Opportunity and Prequalification; Chair and Non-Voting Member
Karen Macdonald; Prequalification Engineer; Committee Secretary and Non-Voting Member
Greg Kicinski; Director of Project Management; Voting Member
Joe Novak; Crawfordsville District Construction Director; Voting Member
Mark Ratliff; Director of Economics, External Audit, and Performance Metrics; Voting Member
John Wright; Director of Highway Design and Technical Support; Voting Member
Shelly Gottschalk; Executive Operations Manager, Capital Program Management; attending for Jim Stark as Voting Member
Greg Pankow; State Construction Engineer, Construction Management Division; attending for Mark Miller as Voting Member

Members Absent:

Mark Miller; Director of Construction Management; Voting Member
Jim Stark; Deputy Commissioner of Capital Program Management; Voting Member
Troy Woodruff; Chief of Staff; Voting Member

II. ADOPTION OF THE MINUTES FROM THE AUGUST 2, 2012 MEETING OF THE COMMITTEE

The Committee unanimously voted to adopt the minutes from the August 2, 2012 Executive Session meeting of the Committee.

The Committee unanimously voted to adopt the minutes from the August 2, 2012 Open Session meeting of the Committee.

III. L.L. BROWN, LLC-Appeal of denial of Prequalification

Summary of Facts: INDOT's Prequalification Division denied prequalification to L.L. Brown, LLC (Brown) based on their prequalification application received on June 14, 2012. The Prequalification Division issued the denial on July 2, 2012 for the following reasons: 1) the Certificate of Review was not an original document with original signature; 2) the accountant listed on the Certificate of Review was not licensed with the Indiana Public Licensing Agency (IPLA), and 3) the Certificate of Review submitted with the application was a copy of the Certificate of Review that had been submitted with Brown's 2008 application. Brown submitted an appeal of the decision by INDOT to deny prequalification to Brown. Brown also resubmitted the application with the Certificate of Review signed by Ms. Tracy Reardon, who is a licensed Certified Public Accountant. At the appeal meeting, Brown's accountant, Mr. Gary Swope, explained the events. Mr. Swope practices accounting but is not licensed. He has used another accountant, Mr. Ray Stamper, to review his working papers and sign the Certificate of Review in the past. With this year's application, Mr. Stamper informed Mr. Swope that he should not have signed the Certificate of Review because his license had expired. Per Mr. Swope, the application was submitted by mistake before he could get a licensed accountant to review his work.

Decision: The Committee unanimously voted to accept Brown's application with Ms. Reardon's Certificate of Review pending the submission and acceptance of a letter from Mr. Stamper explaining that he signed the Certificate of Review for Brown's 2012 prequalification application and stating when Mr. Stamper's accountants' license expired. The Committee also asked that the letter from Mr. Stamper be notarized.

IV. ADJOURNMENT

There being no further business and having completed its duties, the meeting of the Prequalification Committee adjourned at 1:40 p.m. EDT.

****INDOT will post a copy of the full meeting minutes after approved and adopted at the next Committee meeting. ****